

SMALL PROJECTS PROGRAM

D.C. Commission on the Arts & Humanities

Deadlines

- Wednesday, December 7, 2005, at 7:00 p.m.
- Wednesday, March 1, 2006, at 7:00 p.m.
- Wednesday, June 7, 2006, at 7:00 p.m.

All applications must be received at the Commission office by this time.

APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2006

Small Projects Program Workshops

Assistance in preparing applications is available through workshops held on:

- Wednesday, Nov. 16, 2005, 12:00-1:30 p.m.
- Thursday, Feb. 15, 2006, 12:00-1:30 p.m.
- Wednesday, May 24, 2006, 12:00-1:30 p.m.

All Small Projects Program Workshops are held at the D.C. Commission on the Arts and Humanities' office at 410 8th Street, NW, Fifth Floor, Washington, D.C. No reservation is required.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

Staff Contact:
Jose Dominguez

The Small Projects Program offers grants up to \$1,000 for individual artists and arts organizations only. Community-based organizations are not eligible under this program. The program seeks to make grant funds more accessible for small scale arts projects with budgets under \$3,000. Projects may include but are not limited to the following:

- arts presentations;
- technical assistance services to aid fundraising, marketing, and managerial efforts;
- documentation of activities and artistic product through photography, brochures, portfolios, "demo" tapes, or slides; or
- art related conferences, workshops and seminars which enhance and strengthen artistic and professional development.

D.C. Commission on the Arts
and Humanities
410 8th Street, NW, Fifth Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
<http://dcarts.dc.gov>

Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams, Mayor



Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin, Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 - 12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

Eligibility

Individual artists must be residents of the District of Columbia and arts organizations must maintain their principal place of business in Washington, D.C. at least one year prior to the application date and for the entire grant period. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia. Incomplete applications will not be forwarded to the panel for review.**

The SPP Program application process is competitive and subject to the availability of funds. Applicants may not receive funding for more than one SPP Program deadline in one fiscal year and may submit only one application per deadline. Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Grants Officer. Applications are reviewed on the basis of artistic merit, project feasibility and appropriateness. Priority will be given to applicants who have not received grant funds from the D.C. Arts Commission within the past five years beginning in FY '01.

Grant Amounts/Notification

Small Project Program grants are in amounts of \$1,000 or less and there is no matching requirement. Applicants are notified in writing regarding the status of their application approximately eight weeks after the deadline.

Work Sample Submission Requirements by Discipline

- Visual Arts and Crafts: Submit 10 slides of at least five different works. Include 5 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work attached to each application packet.
- Dance: Up to two videotapes of performances.
- Interdisciplinary/Performance art: Up to 10 slides with 5 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work attached to each application packet.
- Literature: 5 copies of five works attached to each application packet. If submitting excerpts, provide synopsis.
- Media (Film/video/radio): Up to two cued audio/video tapes of completed work or work-in-progress, and 5 copies of a one-page treatment of each work attached to each application packet
- Multidisciplinary: Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- Music: Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets with each application packet.
- Theater: Samples that could include video tape of contrasting monologues -OR- 10 slides of productions with 5 copies of slide identification sheet -OR- audio tape of sound design -OR- 5 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 5 copies of a play and a one-page synopsis.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

SPP

2006

Small Projects Program

Application form for **Individuals**

APPLICATION DEADLINES:

Wednesday, December 5, 2005

Wednesday, March 1, 2006

Wednesday, June 7, 2006

7:00 p.m.

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____

Applicant's Legal Name: _____

Applicant's Professional Name: _____
(if different than legal name)

Address #1: _____ **D.O.B.:** _____ **Social Security #** _____
(P.O. Box Not Accepted)

Address #2: _____ **Phone #** _____ **Fax #:** _____

Washington, DC Zip Code: _____ **Ward #** _____

Telephone/day _____ **Telephone/eve:** _____ **Fax :** _____
Email _____ **Website** _____

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s) _____

Project Budget: \$ _____ **Amount Requested: \$** _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE SPP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ **DATE** _____

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2006

Small Projects Program

Application form for **Organizations**

APPLICATION DEADLINE:

Wednesday, December 5, 2005

Wednesday, March 1, 2006

Wednesday, June 7, 2006

7:00 p.m.

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE..**

To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Project Discipline: _____ Artist Type: _____ Type of Activity: _____

Organization's Legal Name: _____

Address #1: _____ **DC Tax Exempt #** _____ **Federal ID #** _____
(P.O. Box Not Accepted)

Address #2: _____

Washington, DC Zip Code: _____ **Organization Ward # :** _____

Organization Contact: _____

Contact

Telephone: _____ **Fax:** _____ **Email:** _____

Project Director _____ **Project Director Title:** _____

Project Telephone _____ **Email** _____

Website/URL _____

Date	Date	2005	2005
Founded	Incorporated	Income	Expenses
_____	_____	_____	_____

PROJECT SUMMARY (up to 30 words, use the space provided, do not photo reduce)

Project is located in Ward(s): _____

Project Budget: _____ Amount Requested _____

Number of participating artists _____ Number of individuals benefiting (inc. audience) _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE SPP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____

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Project Budget

PROJECT EXPENSES

PERSONNEL

Administrative

Artistic

Technical Production

OUTSIDE FEES & SERVICES

Administrative

Artistic

Technical/Production

SPACE RENTAL

TRAVEL

Transportation

Per Diem

MARKETING/PROMOTION

Printing

Advertising

REMAINING OPERATING EXPENSES

Postage

Telephone

Other (itemize)

Equipment*

TOTAL CASH EXPENSES

(Must Match Total Project Income)

PROJECT INCOME

Admissions

Other Earned Income

Applicant Cash

CONTRIBUTED INCOME

Corporate Support

Foundation Support

Other Private Support

GOVERNMENT SUPPORT

Federal

Local

GRANT AMOUNT REQUESTED

May not exceed \$1,000

TOTAL PROJECT INCOME

(Must Match Total Project Expenses)

*Use of grant funds to purchase equipment of \$500 or more per unit, with life expectancy of more than two years is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides of at least five different works. Organizations submit 20 slides of different works. Include 10 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 10 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include video tape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audio tape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcart@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

SPP

2006

Application Checklist

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants

All Applicants Include:	
<input type="checkbox"/> Checklist	<input type="checkbox"/> Optional Survey
<input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.	

<input type="checkbox"/> Project description- up to one page
<input type="checkbox"/> Mission statement (organizations) or artistic statement (individuals)- up to one page
<input type="checkbox"/> Artistic resumé(s) of key personnel involved in the project- up to two pages each
<input type="checkbox"/> Project budget (fill out the form on page 5).
<input type="checkbox"/> (Organizations Only) -- Describe organization's accessibility services and how the proposed project will be made accessible for participants with disabilities. Refer to page 15 of the Guide to Grants for more information. Use up to one page.
<input type="checkbox"/> No more than four items of additional material , e.g., reviews, letters of support, programs, brochures, etc
<input type="checkbox"/> Cost estimates (commercial invoices and/or price quotes on business letterhead)
<input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)

<p style="text-align: center;">ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</p> <p><input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.</p> <p><input type="checkbox"/> A self-addressed stamped envelope with proper postage for return of work sample.</p> <p><input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website</p>
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Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
 International: _____
 Presenting/Touring: _____
 Technology: _____
 Youth at Risk: _____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>